



## Application for Extension of Visitor Permission in Exceptional Circumstances

### This form is for:

This form is for people who are already in Ireland on a *visitor permission* and, because of unforeseen and exceptional circumstances, need to extend their visitor permission for up to *90 days*.

### You should use this application form if:

- You are in Ireland on visitor permission, e.g. you entered the State as a visitor less than 90 days ago and you intended to leave within those 90 days
- Something has happened that unexpectedly means you need to stay up to a further 90 days
- You have travel insurance to cover the extra time you will spend in Ireland
- You have funds available to cover the extra time you will spend in Ireland
- You expect to leave Ireland less than 90 days after your original visitor permission expires

### How to complete this form:

- Read the guidelines which are available on our website: [Extension of Visitor Permission](#)
- Fill out one form for each adult and each child who requires an extension of visitor permission
- Complete all sections of the form fully
- Complete the form in English, in block capitals, and use ticks where appropriate.
- Sign and date the data privacy statement
- Include the required documents listed in the checklist in Section 5

### How to Submit this form:

You should email [DRPCustomerservice@justice.ie](mailto:DRPCustomerservice@justice.ie) with:

- The form completed and signed in pdf format
- Put ***Extension of Visitor Permission*** in the subject bar
- Attach the appropriate supporting documents. These are listed in Section 5
- You may include all applications for your group in a single email
- Please include the full names and date of birth of each applicant in the text of the email

Emailed applications will ensure a quicker response. However you may also post applications to:  
Extension of Visitor Permission, Immigration Service Delivery, 13-14 Burgh Quay, Dublin 2, DO2 XK70

### Next Steps

- Applications are processed as quickly as possible, usually within 1 month. We cannot provide updates on an application's status.
- If anything in your circumstances changes, you must [email](#) this office and submit new supporting documentation as appropriate.
- Applications will not be accepted from persons outside the State.

If successful a **registration fee of €300 per adult** shall be payable at your local immigration office

## Data Privacy Notice

The Domestic Residence and Permissions Division (DRP), Immigration Service Delivery (a part of the Department of Justice) will treat all information and personal data that you provide as confidential, in accordance with the EU General Data Protection Regulation and the Data Protection Act, 2018. Information provided to the Department of Justice will only be shared with other approved organisations in accordance with appropriate legislation.

The full text of the Privacy Notice for Immigration Service Delivery can be found on our website at <https://www.irishimmigration.ie/privacy-policy-and-cookies/>

The full text of DJE's Data Protection Policy can be found at: [https://www.justice.ie/en/JELR/Pages/Data Protection](https://www.justice.ie/en/JELR/Pages/Data_Protection)

I acknowledge that I have read and understood the information outlined above, which relates to my data protection rights.

I confirm that the information provided in the form below is true to the best of my knowledge

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Parent/Guardian of applicant aged under 18 years: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_





## Section 3

## Request for Extension of Visitor Permission

**3.1** Outline in detail why you require a short extension to your visitor permission

*These should be the exceptional circumstances which could not have been avoided and which have occurred since you arrived in the State.*

**3.2** Outline in detail the Financial resources available to you to cover the cost of this short extension to your visitor permission.

*Supporting documents should be provided to show that you have sufficient resources.*

**3.3** Do you have Travel Insurance (which covers medical) (✓)

Yes  No  *If yes, please attach details with your supporting documents*

**3.4** New Expected Departure Date

D	D	M	M	Y	Y	Y	Y
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**A maximum of 90 Days extra can be requested**

**3.5** Please provide any other information that you consider relevant to the application. If you are unable to provide any of the information or details requested in this form please explain why.



**Section 5****Document Checklist**

Please provide the following documentation as specified. Decision letters will issue to you by registered post. Please note that ISD may request further information and documentation when processing the application.

**Failure to attach the documents requested below will result in your application form being deemed incomplete and returned.**

<b>Document Description</b>	<b>Tick as submitted (✓)</b>
<b>Applicant Documentation</b>	
<b>Copy</b> of bio-metric page of applicant's current passport, i.e. the passport used to enter the State to	
Copy of applicant's <b>entry stamp</b> into the State	
Detailed Medical Reports (if requested on medical grounds) clearly stating that applicant is unfit for travel	
Evidence of medical insurance (travel insurance to cover period of extension will suffice)	
Evidence of funds available to support yourself while in the State	

<b>Contact Details</b>	
Contact address in the State	
Contact phone number in the State	
Contact e-mail	
Sponsors contact address, telephone number and e-mail	